

Queen of Angels Extended School Program ("Latch Key" or "Before Care/After Care") Handbook



2020-2021

Important Contact Information

Welcome to the Queen of Angels School **Extended School Program!** (Sometimes referred to as our “**Latch Key Program**”) This material is a developing handbook for the program. We have tried to include the important information basic to the operation of the program. As we progress through the year, we may modify or add to the handbook.

HOURS:

The Extended School Program (ESP) is open at 7:30 a.m. and from 3:15-6:00 p.m. each day that there are full-day sessions. While children may be picked up by their parents or guardians at any time during the after-school session, all must be picked up by 6:00 p.m. when the extended day is over. If parents cannot meet their children at this time, they need to make arrangements for their children to go with another pre-approved adult.

If school is in session only 1/2 day, there may or may not be an Extended School Program available. Please check with the school office if this situation arises.

If school is delayed due to weather or for any other reason, **THERE WILL BE NO BEFORE CARE PROVIDED.**

OPERATION:

The session director is committed to the best interests of the students at the program. She strives to provide individual attention, security, and fair treatment for all the children. By providing opportunities for arts & crafts, games, recreation, snack time, and homework time, she provides a comfortable atmosphere that complements the Christian environment of the home and school.

Extended School Program.....260-483-8214

Extension..... #8023

DirectorMary Bradley

Please sign the slip below, remove, and include it with your Latch Key Registration form. Both can be turned in to our office for the Extended Care Supervisor, before your student(s) will be admitted to the program

I have read the Extended School Program Handbook and agree to support the guidelines and rules defined.

Parent/Guardian Signature

Date

Please remember these important facts:

Hours of operation:

Before Care 7:30-8:00 a.m. (\$2 per student)

After Care 3:15-6:00 p.m. on regular school days (\$10 for 1 student or \$15 for multiple children)

- All students must be picked up by 6:01 p.m. (to avoid a \$10 additional fee)
- A parent or other pre-approved adult must come into the building and sign out your student

BILLING:

“Latch Key” Fees are billed, and to be paid, **weekly** by cash, check, or through online payment at the following address:

<https://www.osvonlinegiving.com/502/DirectDonate/74206>

DISCIPLINARY RULES:

All Disciplinary rules for the school will apply to the Latch Key Program.

REGISTRATION:

Registration consists of completion of the Registration Form. Emergency contact information **must** be provided.

FEES AND SCHEDULING:

The program depends upon the prompt payment of fees. The fees are necessary to cover the cost of operating the program. These costs include but are not limited to the salaries of the caregivers, snacks and activity expenses. Charges are determined by the daily attendance sheets kept by the program supervisors.

1. Fees for the 2020-2021 academic year are as follows:

Before Care- 7:30-8:00 a.m. (\$2.00 per student)

After Care- If not picked up by 3:30 p.m. (\$10.00/1 child)
(\$15.00 for multiple children)

2. Fees are billed and due weekly unless other arrangements have been made with the school office. Payments are accepted by cash, check, or online payment. There will be a \$15.00 service fee assessed for any check returned for any reason.

3. If an account is delinquent or has an outstanding balance of \$100 or more, the student(s) will not be allowed to participate in the Before or After Care services, until the debt is settled.

4. Children who are not picked up by 6:01 p.m. will be assessed an additional \$10 fee (and \$1 for every minute after 6:05 p.m.) and will not be allowed to return to the program until all fees are paid.

SAFETY:

While at the program, all students are expected to respect the safety rules of the program:

1. No student may go outside or anywhere inside the building without direct supervision.
2. No student may be dismissed to unidentified persons. While we try to recognize everyone, you may be asked to show your identification before we release a student to you. This is for the safety of the children.
3. No student may walk or ride bikes home without specific, signed permission from their parent or guardian.
4. All other school rules or regulations for safety and conduct apply for the Extended School Program.

MEDICATION:

The school regulations concerning medication applies to the Extended School Program. Indiana State Law mandates that prescription medications cannot be dispensed by school personnel without a physician's order. Parents must provide written instructions from a physician, which include the name of the medication and directions for dispensation. The medication should be in the original prescription container. Medication should be sent for one day at a time, except in some cases of chronic ailments when prolonged medication is necessary.

ILLNESS AND ACCIDENTS:

In cases which appear to be of a minor nature, general first aid will be administered on the premises. No medication will be administered except under the guidelines of the Medication Policy.

ILLNESS AND ACCIDENTS: (cont.)

In cases which appear serious, the Director will attempt to carry out the instructions given on the Registration Form. So, please be sure to fill out the information on the Registration form carefully and completely.

If the home does not supply adequate emergency instructions or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgement.

If a child becomes ill, parents will be contacted and will need to make provisions for taking their ill child home.

AFTER CARE SCHEDULE:

3:15 - 3:45 p.m.	Homework or Quiet Play Time
3:45 - 4:15 p.m.	Snack
4:15 - 6:00 p.m.	Recreation (gym, outside, games)

STUDENTS SHOULD BRING A BOOK TO READ

Also, some of the older students may be asked to help the younger students with their homework.

